

**BYLAWS
PANTEX PLANT CITIZEN ADVISORY BOARD
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**BYLAWS
PANTEX PLANT CITIZEN ADVISORY BOARD**

I. MISSION

The Pantex Plant Citizen Advisory Board, hereafter referred to as the PPCAB or the Board, is an independent body consisting of a balance of diverse interests affected by Pantex Plant activities. The primary mission of the PPCAB is to provide informed recommendations and advice to the Department of Energy concerning the health, safety, environmental, and waste management aspects of all past, present, and future Pantex activities, including the associated costs and benefits.

II. FUNCTIONS, SCOPE, AND ACCOUNTABILITY

A. Functions: The PPCAB advises the Department of Energy (DOE), as well as other federal, state, and local participating and enforcement agencies. Independent of any other organization, additional functions of the PPCAB shall include but are not limited to the following:

1. Identifying community concerns and providing a focal point for the public so as to make their questions and concerns known to the appropriate agencies;
2. Providing appropriate means of informing the community about PPCAB activities; developing procedures to disseminate information, report to the public, and promote their involvement;
3. Serving the need for public involvement by calling on DOE, the Environmental Protection Agency (EPA), or other appropriate entities to conduct public information meetings and/or hearings that the PPCAB deems relevant;
4. Drawing up its own bylaws and ground rules, and revising them as necessary.

B. Scope: The purview of the Board shall include but not be limited to the following:

1. The opportunity for the PPCAB to discuss with DOE and the participating and enforcement agencies their proposals and plans for such things as plant expansions, environmental projects, the impact of environmental regulations, plant closings, plutonium handling and storage, new processes, etc.;
2. Any aspects of environmental and waste management issues related to all past, present, and future activities at Pantex;
3. The transportation of wastes, materials and products to and from Pantex;
4. Worker as well as local and regional public health and safety;



5. Pantex worker and community health, safety, and environmental performance data; 1
6. The budget and schedule for environmental restoration activities; 2
7. The protection and restoration of natural resources and ecological values; 3
8. The protection of groundwater and restoration of contaminated groundwater; 4
9. Waste reduction targets and waste minimization plans, stressing pollution prevention over pollution control; 5
10. Maintenance, restart, or decommissioning and decontamination of facilities; 6
11. Emergency management plans and procedures as well as compensation policies for off-site injuries or damages; 7
12. Socioeconomic factors important to diverse stakeholder viewpoints as they effect the health and safety of Pantex workers and the public, without, however, obligating the Board to take up any individual Pantex employee complaints; 8
13. Pantex operations and proposed changes in operations and their impact on other existing or proposed Pantex activities. 9

C. Accountability: The PPCAB advises DOE. The Board may also offer advice or respond to issues raised by federal, state, or local participating and enforcement agencies. 10

1. There should be a free and open two-way exchange of information and views among PPCAB members and the participating agencies, with all expected to speak as well as to listen. 11
2. All participants are expected to provide requested information in a timely manner. 12
3. The PPCAB seeks to provide timely, informed input and should be involved in priority issues before decisions are made by any of the federal, state, or local entities. 13
4. PPCAB members must have access to independent technical advice and training. 14
5. The PPCAB shall develop specific operating procedures and undergo requisite training to ensure that all views will be heard and that there are constructive methods for resolving conflict, reaching consensus, and dealing with minority opinions. 15
6. The PPCAB shall always remain accountable to the public and seek to promote community involvement. The Board shall provide appropriate means to receive public input and develop procedures to disseminate information to the public. 16
7. Meetings shall be open to the public and adequate advance notice must be given. Meetings shall be conducted on varying days and at varying times and locations to encourage maximum public and Board participation. 17

8. The Board shall always remain mindful of the various stakeholder interests represented on the PPCAB. It shall seek to warrant to itself and all interested parties that stakeholders continue to be adequately and equitably represented. This commitment will be carried out in its biennial nominations procedure, in the course of naming any replacements to the Board, and through its annual evaluation process. (See Sec. III., §A., Subsec. 1-3 & §C. Subsec. 2-5; and Sec. XI.)

9. In its role of advising DOE, the Board seeks accountability solely on the part of DOE in responding to inquiries and requests. The relationship between DOE and its contractors remains the responsibility of DOE and those who work for the Department.

10. The work of the PPCAB shall not relieve DOE of responsibility for other forms of public involvement and accountability.

III. MEMBERSHIP CATEGORIES, REQUIREMENTS, & TERMS

A. **Membership:** The PPCAB is a broadly constituted body consisting of a balanced group of people representing diverse interests that are affected by Pantex.

1. Unless the Board decides to change the balance and diversity represented by its initial membership, which would require consensus of the Board and concurrence of the Secretary of Energy, the PPCAB shall consist of a minimum of one representative from each of the following stakeholder categories:

- a. Pantex Neighbor, a resident living within one mile of Pantex's perimeter;
- b. Area Resident, a resident of Carson County or one of the eight counties that surround Carson County;
- c. Regional Resident, a resident of one of the 26 counties of the Panhandle other than those included in the area category;
- d. Current Pantex Worker;
- e. Labor Organizations;
- f. Agriculture;
- g. Environmental Organizations;
- h. Business;
- i. Local Government;
- j. Academia.

2. The PPCAB shall maintain diversity and balance with regard to gender, age, race/ethnicity, type of employment, neighborhood, expertise, income, and education levels.

3. Members shall represent the stakeholder category within which they were appointed, but will not serve as formal representatives of any organizations with which they may be associated.

4. PPCAB members must personally participate in meetings and may not send substitutes or proxies if they are unable to attend. Members will work with other members to present their concerns when absence is necessary.

B. Terms of Office: The board shall establish a membership rotation schedule that will maintain the balance and diversity inherent in the original makeup of the PPCAB and will also encourage new individuals to participate.

1. Terms of office shall be two years.

2. Members will be eligible to serve no more than three consecutive terms.

3. Members of the original Board of twenty may serve a maximum of one, two, or three consecutive terms to be determined by the drawing of straws. As replacements are made, the bylaws shall control in regard to stakeholder categories, balance, and diversity.

4. Members whose terms are not expiring will be sent a letter prior to the beginning of the regular nomination process seeking their renewed commitment so that the board may know its total membership needs.

C. Vacancies: When a vacancy has been determined on the Board, the established nomination process for replacements will produce a nominee within sixty (60) days to be forwarded to the DFO (the Designated Federal Officer) with the recommendation of the Board. Any interim nominees should meet, in so far as possible, the Board's existing stakeholder balance, diversity, and distribution.

1. Three consecutive absences or three absences in any six (6) month period on the part of a Board member in attending regularly scheduled meetings of the full Board shall mandate a review by the Nominations and Membership Subcommittee with a recommendation to the Board.

2. If a PPCAB member finds it necessary to resign or a member is removed for non-attendance or other cause, the Nominations and Membership Subcommittee will solicit input from the affected stakeholder group, as well as any others, and submit to the Board a list of three (3) replacement nominees, keeping in mind overall diversity as well as minimum stakeholder requirements, and maintaining, in so far as possible, their current distribution on the Board. If three nominees can not be proposed, for whatever reasons, it will remain to the Board to accept the list of nominees presented, or devise an appropriate remedy.

3. The Board may declare to the DFO that a particular stakeholder group or diversity mandate is not adequately represented and forward for referral to the Secretary of Energy a consensus recommendation for replacement. Consensus may not be broken in this instance by a member under review.

4. Fulfilling an unexpired term on the Board shall not prejudice an individual's prerogative to serve a full term upon the completion of an interim appointment.

5. The final determination to recommend vacating a seat shall always remain at the discretion of the Board, the Board's established review process notwithstanding.

D. DOE and other Ex-Officio Participants: Ex-Officio Board members are those whose interests rise to the level of inclusion on the Board but who will not directly participate in forming consensus or giving direction because of their positions representing participating and enforcement agencies of government or because they are agents of entities that would receive the advice.

1. The following agencies or offices shall have one (1) ex-officio member of the Board except as noted otherwise:

a. The Department of Energy, two (2) members including the DFO (the Designated Federal Officer);

b. The Environmental Protection Agency, presumptively representing the CERCLA (Comprehensive Environmental Response, Compensation, and Liability) or "Superfund" Division of EPA;

c. The Governor of Texas;

d. The Attorney General of Texas;

e. The Texas Department of Health/Bureau of Radiation Control;

f. The Texas Natural Resource Conservation Commission, two (2) members with one each from the air and the water & waste programs.

2. The term ex-officio herein refers to those representatives of the agencies listed in Subsection 1. of this paragraph who will sit at the table and may participate in Board discussions and deliberations both substantive and procedural.

3. Ex-Officio members may not participate in the formation of consensus when the Board is determining what substantive advice it wishes to give or what procedural direction it chooses to take.

4. For any seats on the Board shared by more than one agency, the Board may request specific representation as needed relative to the agenda, on a rotating basis, or according to any other schedule deemed appropriate by the Board.

5. The agencies will designate their own representatives, notify the Board of such designees, and give timely notice if a replacement will be required.

6. The Board may request that an agency replace a representative for excessive absence or for other cause.

E. Resource Participants: The Board may request on either a temporary or permanent basis the participation of Pantex's maintenance and operating contractor, major subcontractors, or any other entity to supply information or provide expertise as needed. Such entities, their agents or anyone else serving as a resource participant will not be considered members or ex-officio members of the Board.

IV. MEMBERSHIP RESPONSIBILITIES

A. The Board and each of its members shall agree to make the following commitments:

1. To attend regular meetings, receive training, review and comment on documents before the Board, be available for committee work between regular meetings, and in general to participate fully in the affairs of the PPCAB;
2. To respond to concerns and questions raised by the public;
3. To work collaboratively with other Board members in the best interests of both the Board and the public;
4. To accurately represent at all times any matters before the Board;
5. To handle in a responsible manner information and materials provided by the agencies, particularly drafts developed for an agency's in-house use which might have significant revisions as part of the agency's working practices;
6. To establish an information distribution process to meet the diverse needs of the public;
7. To provide a written record of all Board and subcommittee meetings within thirty (30) days of their occurrence, to publish an annual status report, and to ensure that these records and other pertinent and required information are maintained in repositories available to the public;
8. Any written communicate with an individual, as a member of the PPCAB, should be regarded by that member as a communication with the Board and shared accordingly.

B. Ex-Officio members of the Board, on behalf of the agencies they represent, will be expected to make the following commitments:

1. To define and clearly communicate to the Board the respective decision making processes of the agencies they represent;
2. To provide timely access to information pertinent to environmental restoration, waste management, health, safety, accountability of materials, and related decision making at Pantex;
3. To inform the Board in a timely and proactive manner of agency processes, programs, projects, and activities pertinent to the Board's mission and purpose;

4. To review Board recommendations within sixty (60) days, or other reasonable time period requested by the Board and to explain the basis for the agency's respective decisions and how recommendations which are accepted will be implemented;

5. To have DOE designate an employee and one alternate to serve as the point of contact for providing information to the Board and to assist the Board in administering its operations.

V. BOARD STRUCTURE

A. Co-Chairpersons: The board shall appoint two (2) co-chairpersons respecting diverse viewpoints. The co-chairpersons shall endeavor at all times to further the work of the Board in a balanced and unbiased manner, irrespective of their personal views on any particular issue.

1. The term of co-chairperson shall be one year, with the terms of the two respective officeholders overlapping each other by six (6) months.

2. The co-chairpersons shall serve as liaisons with the staff and facilitator(s), assisting in the preparation of agendas, minutes of the meetings, and other necessary arrangements.

3. The co-chairpersons shall serve as the Board's designated media contacts. They may draft and issue press releases and are empowered to represent the work and positions of the Board within the following parameters:

a. The co-chairpersons must always collaborate with each other on how issues and positions should be characterized;

b. If the Board has not reached consensus on an issue, then it is the responsibility of the co-chairpersons to accurately represent the full spectrum of views held by the members of the Board; if he or she feels unable to do so, for whatever reason, then a referral should be made to the other co-chairperson or any other Board member deemed appropriate to make a response;

c. The co-chairpersons or the Board may delegate these media responsibilities on an ad hoc or any other appropriate basis;

d. Any member or co-chairperson speaking in an official capacity will ultimately be responsible to each Board member individually for how her or his views are characterized, and collectively for how the work of the Board is represented.

4. The co-chairpersons shall certify to the accuracy of all minutes.

5. The co-chairpersons shall be responsible for assuring necessary administrative support and coordination for the work of subcommittees and task forces between regular meetings of the Board, providing a liaison for their respective chairpersons when called upon to do so.

6. The co-chairpersons shall also serve between regular meetings of the Board as contacts for DOE as well as the participating and enforcement agencies.

B. Standing Subcommittees: The following standing subcommittees of the Board shall be established:

1. Nominations and Membership: absentees, vacancies, removal of members, and nominations for regularly expiring terms;

2. Budget and Finance: preparation of budgets as well as the fiscal policies of the PPCAB;

3. Policy and Personnel: personnel policy; the criteria and process for selection of facilitator(s); and a full range of non-fiscal policy matters;

4. Training and Programs: research and evaluation for Board training as well as establishing procedures and information to meet the needs of new Board members;

5. Community Outreach: arrangements for hearings and forums; promoting community participation and involvement; communication with the public; and grievances.

C. Other Subcommittees and Task Forces: The Board may establish standing subcommittees, ad hoc subcommittees, or task forces as it deems necessary.

1. Subcommittees, whether standing or ad hoc, may appoint their own chairperson(s) and will generally deal with matters relative to the operations of the Board.

2. Task forces will be termed those bodies established to address issues that are either time dependent or more narrowly focused than the routine work of the Board. Their work would generally relate to specific issues.

3. Membership of task forces may be drawn from individuals and organizations that do not directly participate as members of the Board. A task force must include at least one PPCAB member, and the chairperson of any task force meeting must be a PPCAB member.

4. Standing subcommittees, ad hoc subcommittees, or task forces may not directly submit recommendations to DOE, the participating and enforcement agencies, or to any other entity outside the PPCAB. They are solely responsible for producing draft proposals or information to be utilized and considered by the full Board.

VI. EXTRAORDINARY MEETINGS OF THE BOARD

A. Process for Calling a Meeting: At either the request of six (6) members of the Board, or at the request of DOE, a participating or enforcement agency, or a subcommittee chairperson, and with the concurrence of six (6) members of the Board, the co-chairpersons shall call upon the DFO to schedule an extraordinary meeting of the Board.

B. Attendance: Notwithstanding all other provisions of the Bylaws which would apply to an extraordinary meeting of the Board as though it were a regularly scheduled one, and while attendance is no less important than at regularly scheduled meetings, such extraordinary meetings may not be factored in determining a member's attendance record.

VII. DECISION MAKING

A. Quorum: A quorum of the Board shall consist of fourteen (14) members of a full board of twenty (20); otherwise two-thirds (2/3) of the Board shall comprise a quorum, with any fraction thereof requiring a full person.

B. Definition of Consensus: The PPCAB recognizes that there are several levels of consensus that may be possible:

1. The first is a unanimous agreement among all Board members present;
2. The second is a consensus among all Board members present that can be characterized as all members being willing to "live with" a proposal;
3. In the third level of consensus, one or more Board members present may register dissent, but do not wish to block the Board from an action or agreement that would otherwise be possible except for their "dissent."

C. Requirement for Consensus: The Board will always operate by consensus in seeking to determine what advice the Board as a whole wishes to convey to the participating and enforcement agencies.

1. The promulgation or amendment of any policy or procedure of the Board and the election of any new member(s) to the Board shall require the consensus of the PPCAB at one meeting if the proposal or nominee(s) has (have) been included with the agenda and sent to the members in advance of the meeting, and if all members of the Board are present. If all members are not present, then with the consensus of a duly constituted quorum, a second reading will be necessary and approval may follow upon consensus of a quorum at the next regularly scheduled meeting of the Board. Policy refers in this subsection to any expressions of purpose, mission, or rule governing the functioning or structure of the Board itself or any substantive representation of same to the public.

2. The routine work of the Board, including the adoption of recommendations or advice the Board elects to convey to a participating or enforcement Agency, shall require the consensus of a quorum without the need for a second reading unless such business is covered by Subsection 1. above or specifically exempted from consensus by Paragraph F. of this section.

D. Conveyance of the Board's Decisions: Recommendations of the Board may be conveyed orally during the course of Board meetings, or in writing through reports and policy papers.

1. If the Board wishes to convey a recommendation orally, through discussion at a Board meeting, those recommendations must be recorded in the minutes of the Board meeting at which they were made.

2. Generally, any recommendation or decision being considered by the Board must be provided to the members in writing in order to promote accurate and deliberative consideration, notwithstanding the ultimate means chosen to convey a decision or recommendation to the recipient agency.

3. It is understood that a Board member's absence from a meeting does not imply consent to or dissent from any recommendation.

4. In addition to expressing consent or dissent regarding items proposed for consensus, Board members are required to abstain or "stand aside" from the determination of consensus if they have a conflict of interest that would taint the recommendation of the board due to the perception or the reality of self interest affecting the outcome of the process. It is the responsibility of each member to affirmatively state his or her intention to abstain from participation in the determination of consensus because of a conflict of interest or for any other cause she or he may choose.
(See Sec. XII.)

E. Failure of Consensus: In those instances when a Board member has strongly held views, she or he may block consensus if he or she believes these views are not addressed by the proposal as put forth by other Board members.

1. In the absence of consensus, no formal advice may be determined to have been conveyed.

2. If consensus cannot be reached on a particular issue and the Board still wishes to convey a sense of its views to the interested party, those views may be expressed through majority and minority reports.

3. The facilitator will rely on Board members to voice their dissent if they do not agree with a particular recommendation that has been proposed.

F. Administrative Decision Making: There are certain decisions that, having been specifically delegated by the Board, shall then lie beyond the reach of consensus, and there are other specifically defined instances in which the Board will deem other means of decision making appropriate.

1. Administrative functions of the Board may be delegated to staff persons or the co-chairs as specifically and inclusively defined by their job descriptions. (See Sec. V., §A; and the Personnel Policies of the Board.)

2. If the Board finds need to review or affirm specific decisions made under the authority delegated by this paragraph of the Bylaws, such affirmation shall be expressed by a vote of two-thirds (2/3) of a quorum, with any fraction thereof requiring the assent of a full person. This means of affirmation shall control until such time as the delegated authority or exempted decision is rescinded or amended by consensus of the Board as required by §B., Subsection 1. of this section.

3. The following shall represent an inclusive list of non-administrative decisions to be exempted from the consensus process and subject to a two-thirds (2/3) vote described in Subsection 2. above:

- a. Time and date of Board meetings;
- b. Place of Board meetings;
- c. Schedule of Subcommittee meetings;
- d. Selection of members designated as representatives of the Board.

VIII. ROLE OF THE FACILITATOR

A professional facilitator will help the Board organize its work, prepare an agenda based on consultations with the Board and the co-chairpersons, conduct the Board meetings, and work with the staff to prepare the minutes of the meetings. Assuming continuing contractual compliance, the facilitator shall at all times work at the direction and discretion of the Board.

IX. CONDUCT AND FORMAT OF MEETINGS

A. Meeting Format:

1. The PPCAB will meet as required, with the length of meetings determined by the agenda;
2. Assuming coverage under the stated mission and scope of the PPCAB Charter and Bylaws, the Board shall be free to set its own agenda with input from the participating and enforcement agencies, as well as from the public;
3. Meetings shall be open to the public and media; a section of the meeting room will be set aside for observers, and public comment will be invited at appropriate times during a meeting;

4. Meetings will begin and end at the agreed upon time unless members in attendance decide differently; breaks will be taken at regular intervals;
5. Any meeting will be set up in terms of both the physical arrangements as well as the agenda so as to facilitate hearing and discussion;
6. Minutes of the meetings will be kept by the staff and distributed to the Board members for their review; each meeting agenda will include the opportunity for members to make revisions to the minutes of the previous meeting;
7. Any product of the Board such as policies, positions, reports, or advice given to the participating and regulatory agencies must be reviewed by the Board in final distribution form prior to dissemination via the media or being placed in the DOE public reading rooms and any other places deemed appropriate.

B. Conduct of Meetings:

1. A neutral third party facilitator will be utilized to assist the PPCAB in accomplishing its mission; in all instances the facilitator, who will serve at the pleasure of the Board, shall operate in a completely neutral, balanced, and fair manner; (See Sec. VIII.)
2. All decisions not specifically exempted by Sec. VII., §F., will be made by consensus among the members in attendance at the meeting, so long as a quorum is established; consensus is defined as "no dissent;" (See Sec. VII., §B.)
3. Members of the PPCAB who speak with the media should make clear they speak only on their own behalf and not for the Board, unless specifically authorized otherwise;
4. Board members will not make personal attacks or derogatory comments during meetings;
5. Neither Board members nor the public may bring telephones or audible beepers into a meeting room;
6. No use of any tobacco product will be permitted during meetings.

X. BUDGET

A. Authority: The Board shall have the authority within its Charter to develop its own budget and to make revisions it deems necessary.

B. Access to Funds: Within the bounds of applicable law, the Board shall have reasonable and timely access to funds allocated for its operation.

C. Compensation: Board members will serve without compensation, but reasonable arrangements shall be made for reimbursement of direct expenses related to the work of the Board and meeting attendance.

D. Travel Expenses: It shall be the responsibility of DOE to insure prepaid arrangements are made for Board members' travel expenses unless members themselves opt to make independent arrangements and seek reimbursement in the standard manner.

XI. EVALUATION

There shall be an annual evaluation of the Board to assess how adequately it is representing stakeholder interests and meeting the needs of the public. The Board will also evaluate the responsiveness of DOE and the other participating and enforcement agencies. The Board will develop the criteria for these mutual evaluations.

XII. GRIEVANCES

A. Public Grievances: Formal grievances from the public shall be presented to the Board. Those that fall within the mission and scope of the PPCAB shall be referred by the chair(s) or the Board to the appropriate subcommittee. The subcommittee shall report to the Board recommendations for a remedy or may submit a finding for "no action."

B. Member Grievances: Member grievances shall be referred by one or both chairs, or the Board, to an ad hoc subcommittee. The aggrieved member and/or the subcommittee may take the matter to the full Board if the conflict remains unresolved.

XIII. CONFLICT OF INTEREST

A. Definition: Conflict of interest is defined as any instance when a member, anyone in his or her immediate family, or anyone or any entity with whom that member might be negotiating for employment, stands to make a direct or personal financial gain, or to gain an unfair competitive advantage, resulting from decisions made by the Board while being in a position to affect those decisions.

B. Membership Ineligibility: Employees of the management and operating contractor, other major contractors, the participating and enforcement agencies, and any employee of DOE notwithstanding the qualifying provisions of this paragraph, will be ineligible for membership, other than ex-officio, if his or her position includes policy making capacities.

C. Recusal: If a Board member is aware that he or she has an actual or potential conflict of interest, as defined above, the member shall immediately inform the Board of his or her interest and shall recuse himself or herself from participating in decisions in which a conflict or potential for conflict of interest exists.

D. Principles of Conduct: Board members shall also be aware of and take care to abide by the following conflict of interest principles:

1. Members shall refrain from any use of their membership which is, or gives the appearance of being, motivated by the desire for private gain;
2. Members shall not use, either directly or indirectly for private gain, any inside information obtained as a result of advisory committee service;
3. Members shall not use their positions in any way to coerce, or give the appearance of coercing, another person to provide a financial benefit to the member or any person with whom he or she has family, business, or financial ties;
4. Members shall not knowingly receive or solicit from persons having business with the DOE anything of value as a gift, gratuity, loan, or favor while serving on the Board or in connection with such service.

XIV. AMENDING THE BYLAWS

These Bylaws must be adopted and may be amended by the consensus of the Board according to the procedure set out in Section VII., §C., Subsection 1.

XV. SUBORDINATION AND SEVERABILITY OF THE BYLAWS

If there arises a conflict between any provision of these Bylaws and federal statute, the laws of the state of Texas, or federal or state regulatory authority, then the superseding law or regulation shall control. In the event that any provision of these bylaws is or is held by a court of competent jurisdiction to be invalid, such invalidity shall not affect the remaining provisions of these bylaws which shall continue in full force and effect.

XVI. COMMITMENTS AND MUTUAL UNDERSTANDINGS

All parties serving on the PPCAB, including ex-officio members on behalf of the agencies they represent, subscribe to the following understandings and commit to each other to make all reasonable and legal efforts to meet the following objectives.

A. Duration of Board: It is the will of the Board that, so long as its charter remains in effect, it continue to exist during the operating life of the Pantex Plant, including any storage activities, and for so long as the Board remains functioning, effective and viable.

B. Funding: While recognizing that none of the ex-officio members of the Board have direct control over the funding process of their agency or authority to determine the size of Federal allocations, the parties agree to try to fulfill the following goals:

1. Adequate funding for the Board to operate effectively that shall cover but not necessarily be limited to the following:

- a. Administrative staff and facilitation; 1
- b. Office space and overhead; 2
- c. Internal and external communication; 3
- d. Direct costs associated with meetings; 4
- e. Technical assistance; 5

2. A budget preparation process that reallocates 6
or prioritizes resources within the necessary 7
constraints of Federal appropriation and policy. 8

C. Accountability: 9

1. DOE and the other participating and enforce- 10
ment agencies should respond to PPCAB recommendations and 11
advice by explaining what can be implemented, what can be 12
implemented if modified, and what cannot be implemented. If 13
recommendations cannot be implemented, there should be a 14 —
public explanation by the agency as to why that is the case; 15

2. The Board agrees to respond to requests on the 16
part of a participating agency in a timely manner that both 17
meets the needs of the requesting agency and respects the 18
prerogative of the Board to control its own agenda. 19

D. Conflict Resolution: A mechanism of recourse for 20
conflict resolution should be established if needs or 21
actions of the Board are not met or given response within 22
sixty (60) days. 23

Adopted 25 October 1994 24
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